MISD TEACHERS/CONTRACTED PROFESSIONALS:
July 4 is the last day MISD teachers may resign without penalty, as July 4 marks 45 days before the first instructional day of ’22-23. (Texas Education Code, Chapter 21) If today is after July 4, then your principal does not have district authority to approve your resignation at this time. Please contact your principal to discuss your situation.
If you do not see the Task Manager & Task Processes “widgets” click here for instructions.
1. RESIGNATION FORM

COMPLETE THE RESIGNATION INFORMATION BELOW TO FORMALLY NOTIFY YOUR SUPERVISOR AND MANSFIELD ISD THAT YOU ARE RESIGNING FROM THE DISTRICT. YOU MAY ATTACH A LETTER OF RESIGNATION IN THE ATTACHMENT SECTION OF THIS TASK BUT THE RESIGNATION FORM IS REQUIRED OF ALL EXITING EMPLOYEES. IF YOU WOULD LIKE TO TALK WITH SOMEONE IN HUMAN RESOURCES BEFORE COMPLETING THIS FORM, PLEASE CALL 817-299-6305.

- **POSITION:** TEACHER
- **CAMPUS/DEPARTMENT:** 002 MANSFIELD SUMMIT HS
- **RESIGN EFFECTIVE DATE:** 04/11/2017 Tuesday
- **REASON:** PROMOTION IN ANOTHER DISTRICT

This section is required.

Read the instructions.
Required

Required

Board Policy DEC Local Leave Proration Employed For Less Than Full Year:

If an employee separates from employment before the last duty day of the school year, the employee’s final paycheck shall be reduced for:
1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

This means if an employee separates from employment with the district before his or her last duty day of the year local and state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee’s final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

*I UNDERSTAND DEC LOCAL:
EQUIPMENT - PROPERTY OF MANSFIELD ISD:

- ID BADGE
- LAPTOP
- KEYS
- IPAD
- KEY CARD
- MACBOOK
- ATHLETIC EQUIPMENT

OTHER:

NOTES:

I AGREE THAT I WILL RETURN ALL MANSFIELD ISD PROPERTY TO MY SUPERVISOR ON OR BEFORE MY LAST DAY OF EMPLOYMENT PER THE MANSFIELD ISD EMPLOYEE HANDBOOK:

*I ACKNOWLEDGE PROPERTY:
There are no records to display; check your filter settings.
Click the **Descriptions** to read important information.

<table>
<thead>
<tr>
<th>Description</th>
<th>Step</th>
<th>Inputted File</th>
<th>Date Modified</th>
<th>Time</th>
<th>Attached By</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE EXIT INFORMATION</td>
<td>[From Process]</td>
<td>EXIT INFORMATION.docx</td>
<td>08/31/2016 Wed</td>
<td>10:00 pm</td>
<td>BRUBAKER</td>
</tr>
<tr>
<td>IPAD EXIT INSTRUCTIONS</td>
<td>[From Process]</td>
<td>IPAD EXIT INSTRUCTIONS.pdf</td>
<td>08/31/2016 Wed</td>
<td>10:00 pm</td>
<td>BRUBAKER</td>
</tr>
</tbody>
</table>
Required information must be completed.
Once you click the button the window will close and move to your supervisor.
Please select **Task Manager** and **Task Process**. Click the **Save** button.

Click here to return to the beginning.